

## **Questions and Answers on the 2012 Announcement of Applications for Participation in the Limited Excess Property Program (LEPP).**

*Q – The application document says proposals must be submitted on a CD. Is it okay to use a USB/jump drive instead?*

A - Yes.

*Q – Our organization submitted an application to register as a PVO but we have not heard back as to our status. What should we do?*

A – Contact the Private Voluntary Organization (PVO) Registration Coordinator (Renee) at 703-998-0601 to ask about the status of your registration.

*Q – Is there information provided about the condition of the available goods so we know whether we can make use of them?*

A – Yes. Approved PVOs can access the General Services Administration (GSA) website, which includes information about the condition of the goods. GSA is working to ensure that the proper classifications are entered when goods are posted. You can access the GSA website at [www.gsaxcess.gov](http://www.gsaxcess.gov). While logins will only be granted to organizations that are approved to participate in the program, general information about the types and quality of available property is accessible without a login.

*Q – What are the requirements for distribution of the goods by the recipient organization?*

A – Recipients of excess property are responsible for its effective utilization. This means that the property must be consumed or put into service on a timely basis, used for the purpose intended, and adequately maintained. Once the property has been transferred to the PVO, they have up to one year to transport the property to its intended purpose overseas. When the property is shipped to its final destination overseas, a shipping list must be provided to the LEPP Staff ([lepp@usaid.gov](mailto:lepp@usaid.gov)) and to the program point of contact in the USAID Mission. From the date that the property arrives in country, there is one year before final title of the property will be turned over to the PVO. During that year, USAID maintains the right to ask for tracking information on the property. Recipients are also responsible for maintaining accountability records adequate to document the use and disposition of the excess property.

*Q – Do we need a letter of approval for each shipment?*

A – A letter of approval is not needed for each specific good; however, the organization must have a signed 607 Determination, which lists the general types of property, before requesting and shipping goods. At the time of shipment, a detailed list of all requested items for shipment must be sent to the LEPP team in Washington ([LEPP@usaid.gov](mailto:LEPP@usaid.gov)) and to the program point of contact in the USAID Mission (This information will be provided during the 607 Determination process). This shipping list is for informational purposes and does not require an approval.

*Q – Do organizations located in the country where the goods are located have priority over U.S.-based organizations?*

A – Organizations in countries where the property is located do not have a priority over the PVO that requested the property. All property comes from either the United States or from U.S. facilities outside the continental United States. The property must be used by the PVO in the manner that is agreed upon when the property is released to the PVO.

*Q – My organization works in 100 countries. It would take too much space to summarize the work in all these countries for the application. Can we provide regional examples instead?*

A – Yes. Page 7 of the Announcement of Applications for Participation in the LEPP asks applicants to: Describe the current socio-economic conditions in each country OR REGION where the organization is proposing to work.” Applicants may wish to highlight the countries and/or regions for which you are most likely to request property. New partners have a maximum allocation of \$1 million worth of excess property each year.

*Q – If our work is in the health sector, can we use the excess property in other program sectors?*

A – Yes. Please reference the instructions included in the “Announcement of Applications for Participation in the LEPP.”

*Q – My organization is currently participating in the program, but our letter expires in March 2012. Do we need to reapply to participate?*

A – Yes, all organizations wishing to participate in the program beyond March 31, 2012 must apply in the current application cycle.

*Q – Can the Ocean Freight Reimbursement Program be used for shipping goods identified through the program?*

A – The Ocean Freight Reimbursement (OFR) Program is the oldest ongoing Private Voluntary Organization (PVO) support program, allowing recipients to ship a wide variety of goods overseas for use in privately funded development and humanitarian assistance programs. The Program provides small competitive grants to approximately 50 U.S. PVOs each year. There is nothing to preclude PVOs from participating in both the Limited Excess Property and Ocean Freight Reimbursement Programs and using the OFR program to ship any property that is obtained through LEPP.

*Q – Shipment and transport costs are an issue for our PVO. Who do we contact for more information?*

A – There are several programs that provide assistance with shipping including the Ocean Freight Reimbursement, Denton and Funded Transport programs. However, we cannot guarantee your PVO’s eligibility for any of these programs. You should research these, as well as other shipping options. We do encourage you to explore and plan your shipping options before identifying property in the system.

*Q – Can the excess property be used for both staff and program beneficiaries?*

A – Excess property must be used for the implementation of programs. Depending on the nature of the item, it may be used by the program staff, local beneficiaries, and local partner organizations, consistent with part I of the Foreign Assistance Act.

*Q – The program application says that the program description section is 10-12 pages. Is it required to be that length or is that an estimate?*

A – Other than the overall limit of 20 pages, the suggested page numbers provided in the application are estimates. The applications will be judged by how well they match the criteria in the application document.

*Q – Does the GSA database show the location of the available excess property?*

A – Yes.

*Q – Our organization does work in renewable energy and energy efficiency. Are there countries interested in that type of work?*

A – The application does not specify the country and sector of work. The PVO is expected to obtain the excess property for their projects in the countries in which they are working. Applications will be judged based on the strength of their linkages to USAID priority initiatives.

*Q – In some of our programs we work with local district governments. Can this excess property be used in work with these entities?*

A – Excess property may be provided as program assistance to a country's public sector. However, USAID provided excess property shall not ever be used by the recipient country's law enforcement or military sectors.

*Q – Is there an aggregate dollar limit to the amount of excess goods that can be received in a year?*

A – Yes. For first-time participants, there is a ceiling of \$1 million worth of goods that can be received in a year. If this amount is met before the end of the year, a request for a higher amount can be submitted to the LEPP team for consideration. Organizations that have previously participated in the program and have successfully demonstrated use of LEPP property will have an annual allotment of \$2 million. They will also be able to submit a request for a higher amount if they meet this amount.

*Q - What are some additional examples of excess property, beyond those listed on your website?*

A – The excess property available to LEPP participants comes from the General Services Administration's GSAXcess system and through the Defense Logistics Agency's (DLA) Disposition Services in holding areas in the U.S., Europe and other overseas locations. The GSAXcess website ([www.gsaxcess.gov](http://www.gsaxcess.gov)) lists examples of available excess property. The excess property available through LEPP is for an organization's use in its overseas development work. Login information to the GSAXcess site will not be given until organizations are approved to participate in the program and have received a signed 607

Determination from a country where they wish to ship property. The main page of the site, however, does not require login, and details the types of property that is available.

*Q – Is there a list of priority countries for the LEPP program?*

A – There is not a list of LEPP priority countries. Country approval from the USAID Mission or U.S. Embassy in countries where there is no USAID Mission is a requirement of the program. Applicants should demonstrate how their program addresses USAID priorities. It should be noted that there is a correlation between LEPP and the purpose of USAID's authorities. Accordingly, in those countries where there U.S. Government does not have a presence, there may not be an immediate nexus between USAID's purposes and the LEPP program

*Q - Is this a onetime grant to receive a set amount of items or can we receive approval to receive items on an ongoing basis? How do we know what items are available and where? Will USAID find the property we request for us for us? Can we ask for multiple items for several of the countries we work in on one application or do we need to stick with one item for one country?*

A – Program participants are provided access to the GSAXcess system and DLA Disposition Services to locate excess property on an ongoing basis. USAID is not generally involved in locating the excess property, but may assist on an exceptional basis, based on available time. We ask that requests be country specific and the corresponding paperwork pertain to a specific project in a specific country.

*Q - Is it strictly necessary for the programs in which the property would be utilized to be otherwise associated with USAID?*

A – It is not required LEPP property be used exclusively for USAID programs. Nonetheless, during the 607 Determination process it is important that the in-country partners (current and potential) are detailed, so that the USAID Mission or U.S. Embassy have the opportunity to review.

*Q –What is the request process for each excess property request?*

A – The following are the steps that take place from the time that a PVO is accepted into the program to the acquisition and use of the property overseas.

1. Once an organization is approved to participate in the program, they will be required to participate in a partner training hosted in Washington, DC. Partners can opt to participate in this training virtually.
2. Once the training is complete the organization will work with the USAID LEPP team to secure signed 607 Determinations for the countries where they wish to transfer excess property.
3. Once the organization has at least one signed 607 Determination letter , they will be granted access to the GSAXcess database and they will be authorized to begin requesting property. Before requesting items, the PVO will need to identify a specific need for the excess property for a specific project in a specific country.
4. The PVO will request the property either through the GSAXcess database or through the DLA Disposition Services network.

5. Property requested through GSAXcess will be subject to a waiting period of up to 21 days before property is allocated to the requesting organization. During that period of time other U.S. government (USG) agencies have the opportunity to request the property should there be a need for it internal to the USG.
6. Once the property is allocated to the organization in the GSAXcess system, USAID requires that a paperwork request package be submitted to the LEPP team.
7. Once this request package has been reviewed and approved, the PVO will be notified that they are free to pickup of the property, generally within a two-week window.
8. The PVO shall then pick up the property on an "as is/where is" basis.
9. Once the property has been retrieved from the holding location the PVO will have up to one year to transport the property to its intended purpose overseas.
10. When the property is shipped to its final destination overseas, a shipping list must be provided to the LEPP Staff ([lepp@usaid.gov](mailto:lepp@usaid.gov)) and to the program point of contact in the USAID Mission.
11. From the date that the property arrives in country, there is one year before final title of the property will be turned over to the PVO. During that year, USAID maintains the right to ask for tracking information on the property. At no point in time can the property be used by law enforcement or military entities within the country.

*Q - Is the program also open to International PVOs?*

A – The LEPP is open to both U.S. and International Private Voluntary Organizations (PVOs) registered with USAID by the application deadline of March 14, 2012.

*Q - If we have more than one program, can we explain each one, or should we narrow the proposal down to focusing on just one?*

A – Applicants may describe one or more programs in their application.

*Q - How is the dollar value determined for the goods made available?*

A – Per the requirements of the GSA Excess Property Program, the dollar value of the available excess property is based on the item's original acquisition cost.

*Q - Where can I read about the USAID priorities for a specific country?*

A – USAID priorities for individual countries may be found on regional and country-specific pages on the USAID website, [www.usaid.gov](http://www.usaid.gov), under "Locations."

*Q - Can applicants provide illustrative examples of countries and types of operations through which LEPP resources might be utilized or should the proposal be specific to a particular country and implementation of an ongoing program?*

A – The application can include illustrative examples of how excess property can be leveraged to meet current programming goals; however, the PVO should have programs and/or existing partnerships in the countries where they plan to use the excess property.

*Q - Are annexes or attachments included in the page restrictions found in Section II.A.2 of the application instructions?*

A – The overall page restriction of 20 pages includes all annexes or attachments.

*Q - Will the frequency of requests for LEPP resources be limited?*

A – There is no limit to the frequency of requests for LEPP resources, so long as the total amount of excess property received by the participating organization is under the total allocation amount approved. As mentioned above, if the ceiling is reached, a request can be submitted and will be considered by the LEPP team.

*Q - How will the title of property transferred through the LEPP program be treated? Will title transfer to the implementing PVO?*

A – Yes. Title passes from USAID to the participating organization after one year from removal of the property by the recipient from the holding location. After title to excess property has passed to the recipient, the recipient assumes all responsibilities incident to ownership of the property, including but not limited to, all risks of loss or damage to the property and of all damage caused by or charges incurred on the property.

*Q - Will there be any requirements for return or disposition of the equipment at the end of the program period?*

A – At any time subsequent to the completion of the one-year period of accountability, the recipient/recipient's end-user may dispose of the items, without seeking approval of the USAID Mission or U.S. Embassy. LEPP property can never be transferred to law enforcement or military entities.

*Q - Is a host-country government entity eligible to receive the equipment for one of their hospitals, or do they have to find a PVO to act as an intermediary?*

A - Property through the USAID LEPP program can be transferred directly to a host government. There is a precedent for these types of transactions, though they are rare. LEPP property is generally transferred through an intermediary, either the USAID Mission or a PVO partner.

*Q - Is it acceptable for the Mission to assist implementing partner PVOs in review of their applications for the LEPP prior to their submitting applications to IDEA?*

A - This is not a requirement.

*Q – It is noted that USAID Missions are able to request property through the program for both their internal use or for use by their “in-country partners.” Does this mean that the Mission can request LEPP property directly on behalf of our implementing partners? Or, do the partners need to apply themselves?*

A - USAID Missions can directly request equipment through the program. In this case, the USAID Mission – not the PVO -- takes on the responsibility for tracking and transportation. If the implementing partner is a registered private voluntary organization (PVO) with USAID, they can apply directly.

*Q – Can property be reconditioned?*

A - If property requires reconditioning, this process will begin within six months from the date of physical receipt by the PVO and items shall be put into use within 12 months of the start date of the reconditioning.

*Q - If our organization has programs in a country where the USG has no presence or official diplomatic relationship, can we use property acquired through the LEPP for these programs?*

A – As noted above, the LEPP program is intended to be used for the purposes authorized in subchapter I of the Foreign Assistance Act. Where we have no presence in a country, there must be an examination of whether the LEPP would fulfill the required purpose.

*Q – The application lists registration with USAID as a private voluntary organization (PVO) as a requirement for participation in the LEPP. Please provide us with additional information regarding this process?*

A – In order for organizations who meet the [definition of a PVO](#) to apply for grant opportunities from USAID they must first be registered with the Agency. The registration process enables USAID to:

- Identify PVOs that engage in, or intend to engage in, voluntary foreign aid operations
- Determine whether PVOs meet certain general operating guidelines and accountability standards
- Approve registration of those PVOs eligible to apply for USAID assistance

The registration process on average takes between 6-8 weeks from the time of submission. For more information on PVO Registration please visit the website at <http://idea.usaid.gov/ls/pvo> or contact the Registration Coordinator at [pvoregistry@pvo.net](mailto:pvoregistry@pvo.net).

*Q – How can I determine if my organization is currently registered as a PVO with USAID?*

A- A complete list of organizations registered with USAID is located on the following website: <http://pvo.usaid.gov/usaidd/>. This database is updated on a daily basis.

*Q- How or where do I obtain a “607 Determination”?*

A –The 607 Determination process is conducted in concert with the LEPP team once an organization is accepted into the program. The 607 Determination process will be detailed at length during the partner training.

*Q – What is the definition of “Local Government” per the reference on Page 4? Section C, Sub-section 2 of the LEPP participation announcement for applications.*

A- For purposes of this application “Local Government” shall be defined as any unit of local government within a state, including a county, borough, municipality,

city, town, township, parish, local public authority, special district, school district, intrastate district, council of governments or other instrumentality of local government with the exception of local law enforcement or military entities.

*Q – Will you provide an estimate of likely volume of property that will be transferred to each PVO approved to participate in the program?*

A – LEPP tracks the monetary value of the property, not its volume. This value is based on its original acquisition cost and is determined by the General Services Administration (GSA).

*Q - Is the property typically located in the United States?*

A – Yes; however, property does come available through the various DLA Disposition Services' overseas locations.

*Q – When do you anticipate releasing the next “Announcement of Applications for Participation in the LEPP”?*

A- While an exact date has yet to be determined, the goal is to conduct this process every one to two years.

*Q- What will be the duration of the new transfer agreements which will be issued to accepted applicants?*

A – The duration for the new transfer agreements will be two years.

*Q – Our agency works across all countries Latin America and the Caribbean, often in response to rapid onset disasters. In these circumstances the pre-identification of partners is not possible. How should we account for this in our application?*

A- In order to receive an approved 607 Determination, a PVO must be able to identify their in-country partners, which can include umbrella organizations, 607 Determinations can be revised to include additional partners at a later date. Given the 20-page limit on the application, it is acceptable to include information on a sample of an organization's existing partnerships.

*Q – Given the complexities of and time required to submit the application, can an extension of the application be given?*

A – We are unable to extend the deadline beyond the current submission deadline of 5pm on March 14, 2012.

*Q -Can LEPP-provided equipment, supplies and materials be included as cost-sharing for an ongoing USAID-funded program?*

A - No. 22 CFR 226.23(a)(5) proscribes the use of cost share when it originates from another federal award.

*Q- Can property requested through the LEPP be used for our in-country partner's projects as well as by our organization's overseas distribution centers/offices?*

A – Yes, so long as the property is used overseas to facilitate development programming. As with all requests, the use of the property will need to be included in the paper work



request package submitted to LEPP team after the property is requested in the GSAXcess system.

*Q- Our organization works in more than a dozen countries in a capacity-building rather than direct service role and thus, does not collect information on the end-recipients of the property. As part of the situational analysis, the application requests numbers as well as description of recipients, including gender and age. Can we provide information on our partners and who they serve? As these local organizations many not do the type of demographic breakdown the application requests, can we use overall numbers and target populations?*

A – Yes.

*Q – What format should the application follow?*

A- The application should follow the format set out in Section 11.B.1 (beginning on page 7) of the application. The Selection Criteria section (page 14, Section III.B) lists the criteria against which the review committee will score the application.

*Q - Are there any minimum time requirements as to how long a program has been in existence to be considered eligible for the LEPP program?*

A – No. An organization must be a registered PVO in order to participate in the process and an organization must have been incorporated for at least 18 months in order to register as a PVO.

*Q - We have seen the photos at <http://gsaxcess.gov/> and understand that they are representative of the types of equipment now available. Are there regular announcements of the types of equipment becoming available, or are they made only to organizations admitted into the LEPP program?*

A - LEPP PVO partners are responsible to locate the property that they wish to request. Sometimes, announcements are sent to LEPP partners regarding available property.

*Q – Is there available property in Europe?*

A – Yes, property is sometimes available through the various U.S. military bases in Europe.

*Q – If my organization is accepted into the program, how long should it be before my organization can begin requesting property?*

A – If your organization is approved to participate in the next round of the program, and has not previously participated in the program, we anticipate that you should be able to begin requesting process in late June or beginning of July 2012. This timetable is dependent on an organization's ability to comply with deadlines for training and approval of 607 Determination requests.

*Q - Is it possible to share a more detailed subdivision of points that can be obtained per aspect of the application under the described selection criteria?*

A –No. The points included in Section III.B are intended to serve as a general guide for applicants.

*Q – Can our organization submit the hard-copy application to the USAID Mission in our country of focus?*

A- No. All hard copy submissions be submitted to the USAID/Washington address included on page 1 and 2 of the application.